CRICOS: 02815M  
Policy Number: MITP48  
Policy Name: Staff and Student I.T. Policy

1.0 PURPOSE

The purpose of the Staff and Student I.T. Policy is to ensure that users of information systems are aware of their rights and responsibilities.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.  
2.2 “I.T.” refers to Information Technology.

3.0 PROCEDURE

3.1 Rules of use of information technology systems

- Access is for study or work purposes  
- You must not undertake any anti-social activities, including nuisance e-mail, chain letters, and obscene, harassing, or unwelcome behaviour.  
- You are required to advise appropriate I.T. staff or supervisors of any security issues or breaches of which you become aware.  
- You must not share your account with anyone and must not disclose your password to anyone, including other employees or students.  
- You accept that all actions and usage may be monitored or recorded.  
- You must not use any systems to attempt to gain unauthorized access to other systems.  
- You must not use I.T. resources for commercial purposes without explicit permission.
- You must not send unsolicited e-mail messages to multiple users, unless explicitly approved by the appropriate authority. Student email accounts may only be used for direct academic purposes and only by authorized staff.
- Access for the following purposes is specifically prohibited:
  - Pornography
  - Unauthorized streaming video, music, internet radio, online games, file-sharing, recreational chat
  - Gambling/Gaming
  - Downloading movie and music

- The Institute’s I.T. systems and networks are not to be used for any unlawful activities, including violation of copyright, hacking and the deliberate spreading of viruses or malicious code.

Violations of these Rules of Use can result in disciplinary action, dismissal or in extreme cases referral to appropriate authorities.

Users can contact the helpdesk@menzies.vic.edu.au for advice on issues or problems.

3.2 Supervision and booking of computer laboratory facilities

- The Computer lab must be supervised by the trainer/teacher who has made the booking at all times.
- The trainer/teacher must be physically in the Computer Lab and supervising the students at all times.
- The computer lab is to be locked during breaks and lunch times
- The computer lab is to be locked if there is no booking made.

4.0 RESPONSIBILITIES

- The IT officer is responsible for ensuring that the computer lab keys are kept securely.
- The IT officer is responsible for ensuring that the computer lab keys are not issued to trainers without a booking
- The IT officer is responsible for ensuring that any trainers who haven’t returned the computer lab key are contacted and keys are returned.
- The trainers/teachers are responsible for the supervision of the computer lab when booked under their class or name.